



# **JOB OPPORTUNITY**

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

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## **INFORMATION OFFICER I (SPECIALIST)**

**\$4,255 - \$5,172**

### **COMMUNICATIONS AND PRESS RELATIONS BRANCH**

**SACRAMENTO or LOS ANGELES**

**MULTIPLE POSITIONS**

**RESPONSIBILITIES:** The California Department of Insurance seeks an energetic, motivated candidate for the position of Public Information Officer I. This position will help generate an effective public information campaign to educate consumers about their rights in the insurance industry market. The incumbent will work under the direct supervision of the Information Officer II, Communications and Press Relations Branch, to formulate campaigns and media strategy, and be responsible for the implementation of these efforts. The incumbent will provide research and analysis to help effectively deliver the Department's message.

**DESIRABLE QUALIFICATIONS:** The incumbent must have strong writing skills, excellent communication skills, be knowledgeable of local and statewide media, familiar with standard methods of information delivery to media, and possess a creative ability to generate ideas. Incumbents must possess knowledge of the following: techniques of preparing, producing and disseminating information utilizing all major media outlets; ability to establish and maintain good working relations with the news media and other public groups; ability to analyze data; ability to write, edit and prepare for publication or reproduction: news releases, magazine articles, correspondence, brochures, pamphlets, reports, speeches, and scripts for radio, television, and other information material; ability to advance and organize media events in the field; and, the ability to work under tight deadlines in a fast-paced environment while gathering accurate information. Working knowledge of Microsoft Word is desired. Verbal and written fluency in Spanish is desired.

**WHO MAY APPLY:** Applications will be accepted from current State employees at the Information Officer I (Specialist) level, those within transfer range, or those with list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, list eligibility or Training and Development Assignment) on the state application.***

**APPLICATION PROCEDURE:** Send a completed standard State of California application to Elizabeth Garcia, Department of Insurance, Human Resources, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Please indicate "Information Officer I (Specialist) #413-xxx-5601-xxx" on the State application along with location preference.** Applications received without the above information may not be considered for review. For additional information, please call (916) 492-3411.

**FINAL FILING DATE:** **June 25, 2007 or Until Filled**

**NOTE:** Interested individuals must submit applications in order to be considered for this position.

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**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD**

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN  
ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

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